Test Availability Exceptions in Blackboard

In instances where one or more students require additional time for tests/quizzes or need access to a test/quiz before or after its availability periods, instructors can use Blackboard's Test Availability Exceptions option to individualize student access and availability, as described in the following procedure.

1. Navigate to the Test title and click on the Options icon (circle with v).
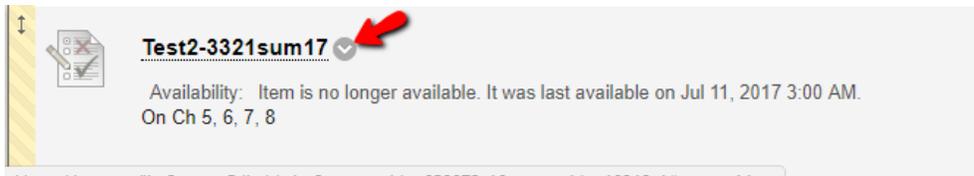
2. Select the "Edit the Test Options" from the list of options.
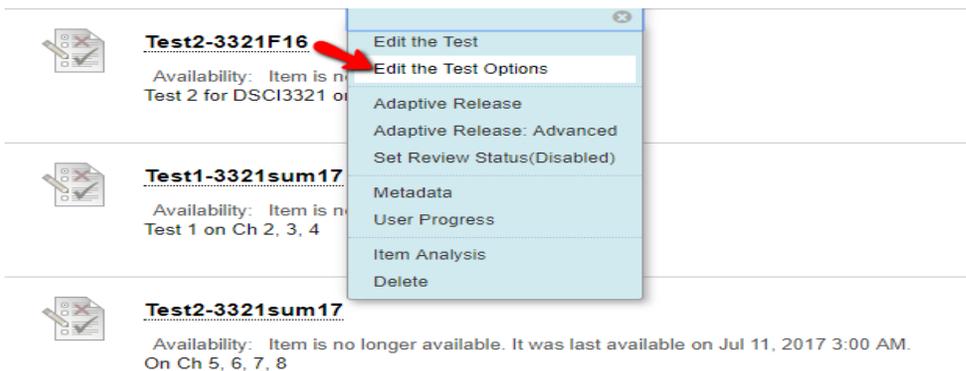
3. Scroll down to the section called Test Availability Exceptions. Once there, click the Add User or Group to select the student you wish to grant the exception.
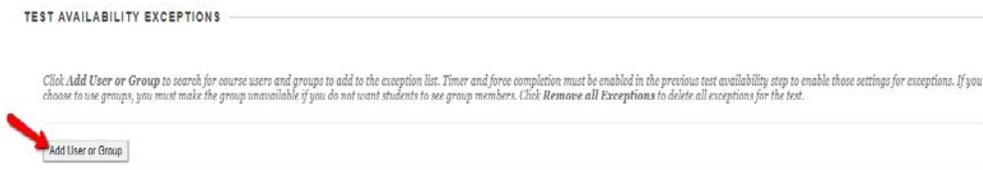
4. Locate the student's username, check the box next to it, and click the Submit button.
5. Next you will select what exception you want to set. You can change the Attempts (number of times a student can take the quiz/test), adjust the time limit under Timer, or change the availability dates using the Calendar icon.
6. Once you have completed entering the exceptions, click the Submit button (bottom of page).

If you have any questions about this procedure, or if you require assistance, please contact the designated Instructional Designer (ID) for your college. If you don't know how to contact your

designated ID, simply contact the Support Center, either by email (SupportCenter@uhcl.edu) or by telephone (281-283-2828). Your help request will be entered into the help ticketing system and will be routed to the appropriate member of our team.